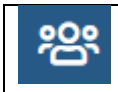
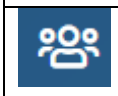
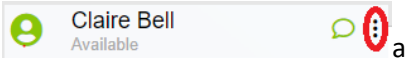
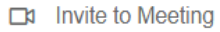
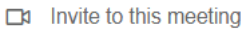
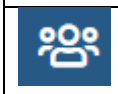
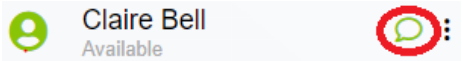
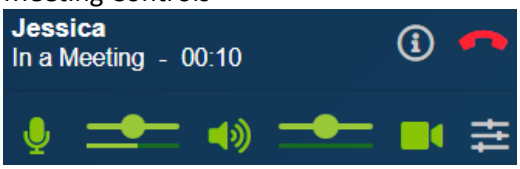
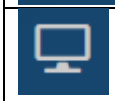
Quick Guide to the Visionable App

Internal Meetings can be managed from within the Visionable App

	People – used to add contacts and to add groups and Community Please make all the people you will be regularly contacting into contacts Please create groups to manage regular meetings To add contacts to groups just drag and drop them
	You can use the People pane to invite a contact to join a meeting, click on the 3 dots  and then  to start a new meeting or  to join an existing meeting
	You can use the People pane to chat to contacts, click on the speech icon 
	The yellow dot indicates someone has sent you a chat
	Meeting – Used to create manage and join scheduled meeting, or join one of the rooms that have been set up
	Click add to create a scheduled meeting. Select which contacts,groups, communities to invite and then
	Meeting Controls  to end meeting to invite guests click to mute / unmute mic volume control click to switch speaker on/off click to switch click camera on/off click to access audio/video settings
	Chat to the participants of a meeting
	Click to share a document on your screen – please ensure that you only have documents that you wish to share with the patient open on your desktop Click to share a snap shot of a screen or document